

Trainee Name: _____ Training Coordinator: _____

APPENDIX C – TRAINING DOCUMENTATION

The training coordinator is responsible for maintaining the training program documentation. Each section in the chart below must be initialed and dated upon completion of the specified task. If any task is not completed, for any reason, this must be explained in the training file and approved by the Section Chief.

MODULE	BEGIN DATE	STUDY QUESTIONS	PRACTICAL EXERCISES	WRITTEN EXAM	MODULE COMPLETION DATE	COMMENTS
Orientation		N/A	N/A	N/A		
Introduction to Drugs						
Evidence Handling and Report Writing						
Balances						
Stereomicroscopes						
Marijuana						
Sampling						
Color Tests						
Thin Layer Chromatography						
Microcrystal Tests						
Gas Chromatography						

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SECTION	BEGIN DATE	STUDY QUESTIONS	PRACTICAL EXERCISES	WRITTEN EXAM	MODULE COMPLETION DATE	COMMENTS
Mass Spectrometry						
Infrared Spectroscopy						
Pharmaceutical Preparations						
Extractions						
Courtroom Testimony						
Special Techniques			N/A	N/A		

Trainee Name: _____

Training Coordinator: _____

Marijuana Section Competency Exam

Technical Final

Date:

Outcome: Satisfactory Not Satisfactory

Comments:

Practical Exam

Outcome: Satisfactory Not Satisfactory

Comments:

Moot Court

Date:

Outcome: Satisfactory Not Satisfactory

Date of Videotape review:

Comments:

Trainee Name: _____ Training Coordinator: _____

Drug Analysis Section Competency Exam

Technical Final

Date:

Outcome: Satisfactory Not Satisfactory

Comments:

Practical Exam

Outcome: Satisfactory Not Satisfactory

Comments:

Moot Court

Date:

Outcome: Satisfactory Not Satisfactory

Date of Videotape review:

Comments: